

HR Monthly Meeting

December 5, 2019

AGENDA

- > JED ePAF errors
- > Student ePAFs (multiple appointments)
- > Student Employee Registration
- > Winter Break Leave
- > December Payroll-Dates and Deadlines
- > HR-416 Organ and Bone Marrow Donor Leave
- > Courtesy/Volunteer Appointments (Common Mistakes)

JED ePAF errors

- > JED ePAFs submitted directly into PeopleSoft
- > No HR review or approval
- > Click “refresh” until you can view the green checkmark in the Process Visualizer

Who can work this form? [Form Messages](#)

Process Visualizer

Eddings, Denise (EDDINGS)
(17 days 22 hours 20 minutes)

Integration Broker

System

Transaction / Signature Log

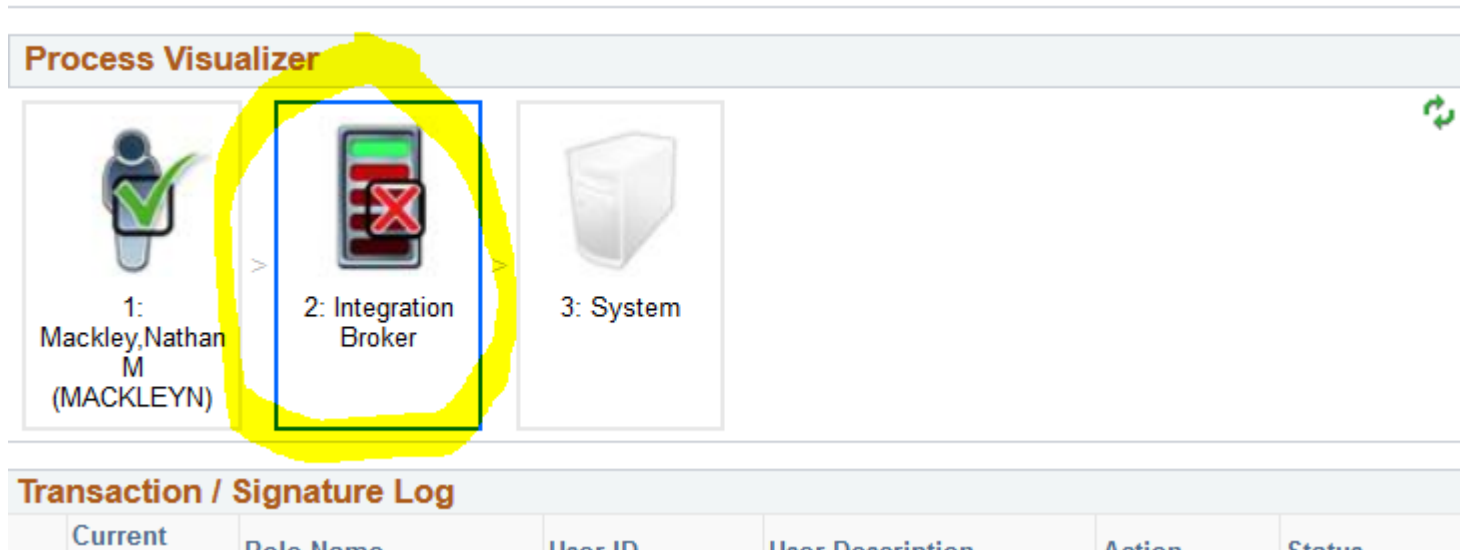
Current	Role Name	User ID	User Description	Action	Status
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JED ePAF errors

- > During payroll lockout when payroll is processed, usually on Thursday afternoons, you will be unable to see the green checkmark until the next day
- > Simply click the refresh a few times and then you can exit / should check database next day
- > eForms are held in the Integration Broker until the payroll process has completed

JED ePAF errors

- > If your JED ePAF errors, you will get a Red X
- > Please contact HR to reset your ePAF to pending, so you can correct the error and re-submit the ePAF



Process Visualizer

1: Mackley, Nathan M (MACKLEYN)

2: Integration Broker

3: System

Transaction / Signature Log

Current	Role Name	User ID	User Description	Action	Status
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JED ePAF errors

- > If your ePAF errors (Red X) or is abandoned and not completed, it will be withdrawn after 60 days

JED ePAF errors

- > Previous reasons for errors / Red X
 - > JED not adding up to 100%
 - > Duplicate Mo-code/lines exactly the same
- > You should get an error message to correct before you are able to submit, so these should not be a problem any longer

Student ePAFs (multiple appointments)

- > Limit 20 hours combined, all jobs
- > May be increased to 28 hours with Advisor approval, all jobs
- > MU will recycle if ePAF submitted and combined hours more than 20
- > Department submitting ePAF needs to coordinate with the other departments to:
 - > Reduce hours on other appointments
 - > Terminate
 - > Put on LOA/ SWB?

Student ePAFs (multiple appointments)

- > Detailed email from Payroll each semester regarding student PAFs
- > Provides timely info for processing student ePAFs

Student Employee Registration

Step 1: Complete Onboarding – Students receive an automatic email when the department submits the Hire form/Checklist to do Online Onboarding forms

Step 2: Submit I-9 documents to HR – Please let your students know they need to do this after completing the Onboarding documents. They do NOT receive a communication alerting them of this from the system. The registration times are Monday-Friday 9:00-9:30am and 3:00-3:30pm for the spring and summer semesters.



Updated Student Employee Registration Handout will be sent in the recap email.

Student Employee Registration

- > Beginning with the Spring Semester, International student employees will no longer need to complete the Foreign Visitor Tax Assessment Intake Form for our office
- > After the Hire / Rehire ePAF is executed, International student employees will receive an email from the MU HRS NRA Tax Office to complete their Tax Residency Intake form and submit documents to their office

Winter Break Leave

December Payroll News email 11/22/2019- 8:13am

Winter Break policy and Q&A links

[HR-415](#)

[HR-415 Q&A](#)

Winter Break Leave

A UM System Procedures Document will be sent soon. Winter Break hours balances will be awarded one-time on 12/6/19. As employees become eligible/ineligible, Time Keepers should adjust balances accordingly through the timesheet.

A positive JWB entry will reduce hours

A negative JWB entry will add hours

Winter Break Leave

- > *Winter Break Procedures* -email 11/22/19 12:12pm
- > Attachment- Winter Break Leave Procedures 2019
- > Early cutoffs
- > Winter Break Leave entry
 - > Biweekly enter before going on WBL
 - > Monthly will be loaded
 - > All winter break leave must be approved on timesheet

Monthly Payroll - December

Import dates and deadlines:

- > ePAF deadline is 12/6/19
- > Confirms 12/12/19 at noon
- > Payday is 12/24/19

Biweekly Payroll -December

Import dates and deadlines:

- > PPE 12/14/19 has a payday of 12/24/19
- > PPE 12/28/19 details
- > Time Admins will start running early for approving early
- > Reports will be sent daily as they are available over break
- > Deadline to approve is NOON January 2nd *This is the first day back from break, so please plan ahead to ensure Approvers approve before or during break as best as possible depending on your operation. The MU Payroll Office will not be able to approve for departments.*
- > The payroll will confirm at 2pm January 2nd

December Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Payroll Processing Begins – Time Admin (TA) starts running, Edit Reports begin, and View Gross Pay (VGP) available Final Approval – All T&L hours to be approved Confirm – Final Calc and final T&L Load Approval Lockout – No access to Approve Payable Time until confirm is complete</p>				
December 2019			Off-Cycle Payment Processing Days: Monday and Wednesday Each Week	
2 BIW Payroll Processing Begins (PPE 11/30/19)	3 BIW Final Approval & Parking/Dining Deduction Deadline (PPE 11/30/19)	4 Approval Lockout – Noon*	5 Approval Lockout – All Day* BIW Confirm – Noon (PPE 11/30/19)	6 MON ePAF & PSHUP Deadline PPE 12/31/19 <i>EDR Review (BIW)</i>
9 MON Payroll Processing Begins; Parking/Dining Deduction Deadline (PPE 12/31/19)	10 MON Final Approval (PPE 12/31/19)	11 Approval Lockout – Noon* BIW Pay Day (PPE 11/30/19)	12 Approval Lockout – All Day* MON Confirm – Noon (PPE 12/31/19)	13 Submit BIW PPE 12/14/19 Timesheets BIW PSHUP & General Deduction Deadline (PPE 12/14/19) <i>EDR Review (MON)</i>
16 BIW Payroll Processing Begins (PPE 12/14/19)	17 BIW Final Approval & Parking/Dining Deduction Deadline (PPE 12/14/19)	18 Approval Lockout – Noon*	19 Approval Lockout – All Day* BIW Confirm – Noon (PPE 12/14/19)	20 <i>EDR Review (BIW)</i>
23	24 BIW Pay Day (PPE 12/14/19) MON Pay Day (PPE 12/31/19)	25 Holiday (Christmas)	26 Winter Break	27 Winter Break Submit BIW PPE 12/28/19 Timesheets BIW PSHUP & General Deduction Deadline (PPE 12/28/19)
30 Winter Break	31 Winter Break BIW Payroll Processing Begins & Parking/Dining Deduction Deadline (PPE 12/28/19)	Jan. 1 Holiday (New Year's Day)	Jan. 2 BIW Final Approval & Approval Lockout – Noon* BIW Confirm – 2pm (PPE 12/28/19)	December BIW Pay Periods 11/17-11/30 12/1-12/14 12/15-12/28 12/29-1/11



Payroll Update- January

- > Amy McKenzie and Kim Jones-Jackson coming in January for Payroll update
- > Tentatively scheduled for the end of January
- > Send Questions/ Discussion items to MU HRS S&T Payroll

HR-416 Organ and Bone Marrow Donor Leave

New CRR: Organ and Bone Marrow Donor Leave

CRR 340.035 allows a leave of absence with pay to eligible employees for organ and bone marrow donor donation and recovery effective Dec. 1, 2019. If you are benefit-eligible faculty or staff and have completed at least one year of continuous benefit-eligible employment, you can receive up to thirty (30) consecutive calendar days of paid leave for a solid organ donation or up to seven (7) consecutive calendar days of paid leave for a bone marrow donation. This program has life-saving impacts for Missourians and beyond.

Courtesy/Volunteer Appointments

- > Due to the number of errors and issues these appointments were creating within the system, we have had to update the process for approving Courtesy/Volunteer appointments.
- > Common Mistakes:
 - > Incorrect Employee ID listed
 - > No Employee ID listed – this causes one person to have two employee IDs created
 - > One person with multiple active appointments for the same position
 - > Incorrect date of birth
 - > Names transposed on eForm or spelled incorrectly
 - > Staff Volunteer Information Sheet not signed
 - > Illegible forms attached

Thank you for attending.

We appreciate all you do in
support of our campus!